



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



**Eutimio T. Salazar
Elementary School**

**Vivian Valencia
Principal**

District Re-Entry Planning & Response Team

Point of Contact

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School Re-Entry Planning & Response Team		
	Primary Designee	Secondary Designee
<p>Point of Contact Planning Responsibilities: A. Coordinate, supervise & execute School Re-Entry Plan.</p> <p>Emergency Responsibilities: B. Collect and maintain all info about who is in the building. C. Notification of District Staff and coordination of district resources as needed. D. Coordination & oversight Communication with school response team.</p>	<p>Vivian Valencia vivian.valencia@k12espanola.org (505) 753-2391, (505) 901-2546</p>	<p>Dean of Students @k12espanola.org (505) 753-2391</p>
<p><u>B. Emergency Responses Building Contact Information</u> Staff rosters, including cell phone numbers* On-site contractor rosters, including cell phone numbers* Classroom and cohort rosters* Class schedules* After school program rosters* Bus route rosters* Student Profile (STU201), includes all contact and emergency information for each student* <i>Real-time sign-in sheets/visitor rosters</i> <i>Real-time student attendance data</i> *All information should be printed/filed in the school's emergency response binder. <i>Real-time sign-in sheets/visitor rosters</i></p>		
<p>Communications <i>Assists in communication need related to pre-planning and emergency response. Coordinates website postings, social media posts, School Messenger auto-dialer notifications.</i></p>	<p>Kayla Vigil kayla.vigil@k12espanola.org (505) 753-2391</p>	<p>Vivian Valencia vivian.valencia@k12espanola.org (505) 753-2391</p>
<p>Health & Wellness <i>Assists in maintaining all health & wellness documentation for students & staff, maintains secure temperature & screening logs, reports all positivity cases and assists with contact tracing.</i></p>	<p>Nurse @k12espanola.org (505) 753-2391</p>	<p>Jack Romero jack.romero@k12espanola.org (505) 753-2391</p>
<p>Student Supervision <i>(Emergency)</i> <i>Assists as the point person to ensure all students are appropriately supervised by their primary instructor during emergency response. Serves as "back up" for POC.</i></p>	<p>Geraldine Valdez geraldine.valdez@k12espanola.org (505) 753-2391</p>	<p>Gloria Miera gloria.miera@k12espanola.org (505) 753-2391</p>
<p>School Facilities <i>Assists in securing all classrooms during emergency response, provides facility management support to first responders as necessary.</i></p>	<p>Elva Regalado elva.regalado@k12espanola.org (505) 753-2391</p>	<p>Billy Martinez billy.martinez@k12espanola.org (505) 753-2391</p>



Emergency Response Preparedness

Directions: Review your school safety plan and adapt and insert the following areas identified for review in preparation for safe school re-entry.

Evacuation Rally Point & Protocols	<ul style="list-style-type: none"> ● On campus rally point & protocols. <ul style="list-style-type: none"> ○ Every staff member will be given a copy of the evacuation procedures and locations for their classrooms. Each location is labeled on the map and clearly marked on campus. ○ In case of an evacuation, teachers will escort their students to the designated evacuation location. ○ Teachers will ensure that students are 3 feet socially distanced, to the extent possible, and continue to wear their masks properly while in close proximity. ○ At each evacuation location, there are clear marks that are 3 feet socially distanced to the extent possible. ○ Teachers will take attendance and will account for all of their students during the evacuation. ● Off campus evacuation site & protocols. <ul style="list-style-type: none"> ○ Teachers will escort their students off campus to the designated site. ○ Teachers will supervise students to maintain social distance and to continue to wear their masks while in close proximity. ○ Teachers will take attendance and will account for all of their students during the evacuation.
Student Pick Up Procedures	<ul style="list-style-type: none"> ● Plan for verification of authorized pick up & sign out prior to dismissal. <ul style="list-style-type: none"> ○ In case of an early pick up, parents/guardians and/or other parent/guardian appointed individuals will call the front office and ask for the student and schedule the time of pickup. ○ A legal guardian or person authorized by the legal guardian will sign the student out at the front office. ○ State Issued Identification will be required. ● Daily Pick Up Procedures <ul style="list-style-type: none"> ○ Students will be escorted to the pick-up area at the front of the school where they will be released to parents/guardians and/or other parent/guardian appointed individual. ○ Students will be supervised at all times and maintain three feet social distancing, to the extent possible, and wear masks. ○ Teachers will remain with their students until they are picked up. ○ If students are evacuated at the non-regular time a school staff member will ride the bus with students to verify students get home safely and are received by a responsible caretaker. Students who cannot get home safely will be returned to the school site. Documentation of who the student is released/received by will be maintained by the accompanying teacher.
Student Transportation Procedures	<ul style="list-style-type: none"> ● Bus Drop Off <ul style="list-style-type: none"> ○ Security shall open the gates for bus drop off at 7:45 a.m. Students will unload the buses no earlier than 7:50 a.m. ○ Security and support staff will assist in supervising students as they get off the bus. ○ Students will report to the temperature check location and temperatures will be recorded. ● Bus Drop <ul style="list-style-type: none"> ○ A list of students and their bus numbers will be kept in the front office and distributed to teachers. ○ Students will be dismissed to the bus loading area according to the arrival of the bus. ○ Students will use their bus pass to check in to the bus. ○ Students who are not met with an adult, as indicated on their transportation form, will be returned to school. An adult is required to be at the bus stop for all pre-kindergarten and kindergarten students.



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Plan for When A Student Cannot Be Picked Up Immediately	<ul style="list-style-type: none">• Students who are not picked up immediately or do not have a plan to be picked up will remain with the teacher until 3:30.• Students not picked up, then the teacher will escort the student(s) to the front office.• Office staff will attempt to contact a parent/guardian or emergency contact person.• Students will remain, supervised, in the designated office area while they await pick up, maintaining three feet social distancing, to the greatest extent possible.• Habitual late pickups after 4:30 will be referred to the New Mexico Children Youth and Families Department.
Sending Staff Home	<ul style="list-style-type: none">• Teachers are released at 3:15 p.m. when all assigned students have left or have been escorted to the front office to await pick up, with the exception of teachers on duty.• Staff/Teachers not teaching the 21st Century Afterschool Program must lock up their classroom and leave campus by 4:00 p.m. unless prior approval by administration.• The principal and office manager are the last staff members to leave the campus.• Teachers departing the school prior to the end of the work day will sign out in the front office, assuring that student coverage is in place.• CDC guidelines for sending staff home due to COVID-19 like symptoms will be followed.
Student Groups	<ul style="list-style-type: none">• All students shall remain with their classes and the teacher of record maintaining 3 feet social distancing to the extent possible.• Students shall remain with their cohorts during the entire school day.



Essential Re-Entry Planning & Preparation

School Hours	<p>Hours of Operation (Office): 7:30 a.m. - 4:15 p.m. Hours of Operation (Teachers): 7:15 a.m. - 3:15 p.m. Hours of Operation (Support Staff): 7:45 a.m. - 3:15 p.m. Student Instructional Hours: 8:30 a.m. - 3:00 p.m.</p>
Signage	<ul style="list-style-type: none"> ● Plan for maintaining social distancing. <ul style="list-style-type: none"> ○ Students will maintain three feet social distancing, to the greatest extent possible while waiting to enter the building. ○ Students will maintain three feet social distancing, to the greatest extent possible in hallways and classrooms, to the extent possible. ○ Students will maintain social distancing while on breaks in evacuation areas with clearly marked 3 feet spaces, to the extent possible. ○ All staff will assist in ensuring social distancing and mask wearing is followed as recommended by CDC guidelines. ● Entrance signage <ul style="list-style-type: none"> ○ Notices and reminders for maintaining 3 feet social distancing, to the greatest extent possible, and mask wearing, will be posted at the both entrances to the school. ○ Entrance and exit doors will be clearly marked. ● Traffic flow <ul style="list-style-type: none"> ○ Traffic flow markers indicating the flow of traffic are posted through the campus, in the entry areas, hallways and sidewalks. ● Social distancing marks/lines <ul style="list-style-type: none"> ○ Social distancing lines are marked outside the building on the sidewalks at both entrances to the building ○ Social distancing lines are marked on the designated mask break areas. ● Prevention signage <ul style="list-style-type: none"> ○ Social distancing, mask wearing, and hand-washing notices have been placed throughout the school, in hallways, near classrooms, and restrooms.
Sanitization Stations	<ul style="list-style-type: none"> ● Hand washing stations <ul style="list-style-type: none"> ○ Hand-washing stations are located in each restroom area where running water and soap are available. ○ Students will wash their hands for 20 seconds, using soap and water once in the morning, and once in the afternoon. In classrooms with sinks, students shall wash their hands twice in the morning and twice in the afternoon. ● Sanitization stations – common areas (where? when? expectation) <ul style="list-style-type: none"> ○ There are sanitization stations located at each entrance to the building. The sanitization station is supplied with hand sanitizer and disinfectant wipes. ○ Upon entry or exit of the building, all staff and students will apply hand sanitizer. ● Classroom sanitization stations <ul style="list-style-type: none"> ○ There are sanitization stations equipped with hand sanitizer in each classroom. Disinfectant wipes are also available for classrooms.
Ventilation & Filtration	<ul style="list-style-type: none"> ● What type of air filtration system does your school have? <ul style="list-style-type: none"> ○ Merv 13 filters have been installed. * ● When were filters installed? Replacement cycle? <ul style="list-style-type: none"> ○ Filters were installed in February and will be replaced every three months. *



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	<ul style="list-style-type: none"> ● Is there a need for additional ventilation/box fans? <ul style="list-style-type: none"> ○ At this time, there is no need for additional ventilation or box fans. * <p>* Contact maintenance department if needed.</p>
Student Groups & Scheduling	<ul style="list-style-type: none"> ● Who will return in-person and how will they be scheduled? <ul style="list-style-type: none"> ○ The instructional schedule reflects a full day of in person learning for students.
Isolation Area & Procedures	<ul style="list-style-type: none"> ● The Isolation Room is located in Room A9 ● Protocols & Procedures? <ul style="list-style-type: none"> ○ Any students who may have developed COVID-19 -like symptoms during the day will be taken to the isolation area by a support staff member wearing proper PPE to await pick up. ○ Teachers who have developed COVID-19-like symptoms during the day must inform the front office so that appropriate supervision can be found for their students. They must then leave the campus immediately, limiting contact with other staff members and exposure to other areas of the building beyond their assigned areas. ○ In the event that a staff member requires assistance in leaving school grounds, they will report to the isolation room and make contact with someone who can pick them up.
Notification of Positive Case Protocol.	<p>Communication regarding positive cases should be handled in a timely and thoughtful manner. Every effort should be made to maintain confidentiality of the infected individual. Within four hours of the school being notified of a positive case, the <i>close contacts</i> should be notified by the school of the requirement to quarantine for 14 days from the last exposure. Students and staff identified as close contacts are highly encouraged to be tested.</p> <p>The identified school representative will be responsible for completing the district Rapid Response Reporting Form, which will submit directly to district representative Anna Vargas Gutierrez for submission to the NMPED Rapid Response Submission website.</p> <p align="center"><u>Rapid Response Reporting Form</u> (Click for Google Form Link)</p> <ul style="list-style-type: none"> ● Positive cases will be reported to Vivian Valencia, Principal or the Dean of Students, designee. ● The principal shall conduct contact tracing within the school and report findings to Jannelle Lujan ● Interim Superintendent Vera Trujillo, or her designee will prepare a notification letter of a positive case to be distributed to staff and students on-site by the principal or her designee.
Re-entry Orientation & Training Plan	<ul style="list-style-type: none"> ● Staff Orientation on Re-Entry Protocols and Plan <ul style="list-style-type: none"> ○ A staff orientation and training is scheduled for August 4, 2021. ○ Schedule virtual daily debriefs each day with staff to determine if any adjustments are necessary. ● Parent/Student Orientation on Re-Entry Protocols and Pls <ul style="list-style-type: none"> ○ Grade band assemblies will be held during the week of August 9-13, 2021 to orient students to in person learning processes and expectations. ○ Virtual Open House meetings will be scheduled in the evening during the week of August 9-13, 2021 to orient families to in person learning processes and expectations. ○ The school's approved Parent and Student Re-Entry Guide will be posted to the school's web site. It will also be available in the stream feeds of all classrooms.
Visitor Check In & Procedures	<ul style="list-style-type: none"> ● General Guidelines



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	<ul style="list-style-type: none">○ Visitors will not be allowed in the building from 7:45 a.m. to 8:45 a.m. and from 2:30 p.m. to 3:00 p.m. to allow all staff to be attentive to students as they arrive.○ All visitors must go through the security and symptom screening check point located at the front of the school. Information retrieved from temperature checks will be recorded using the Dr. Owl application.○ All visitors must use the Calle Hacienda entrance to the school. The Zuni entrance is for staff and bus students only.○ All business must be taken care of at the front office. Visitors will not be allowed into classrooms at this time in order to mitigate the risk of COVID-19.○ CDC guidelines regarding social distancing and mask wearing must be followed by all visitors. Non-compliance will result in the visitor being asked to leave.○ All visitors must sign a visitor’s log upon entry to the building.
Classroom Preparation	<p>Setting up for remote learning / broadcast</p> <ul style="list-style-type: none">● Each classroom will have adequate access to the school’s Wi-Fi.● Each classroom will be equipped with headphones for all students.● Teachers will have access to adequate equipment for online instruction. <p>Setting up labs or ancillary space for group re-entry (50% capacity)</p> <ul style="list-style-type: none">● Desks will be spaced 3 feet apart, to the extent possible and facing one direction. <p>Sanitization stations/PPE/Cleaning</p> <ul style="list-style-type: none">● Sanitization stations will be set up at each check-in and at the entrance to each classroom.● Multi-ply cloth masks are available and shall be utilized by all staff and students, over the nose and mouth, secure under the chin, snug on face with no gaps. Non-compliance in mask wearing, staff and students, will be referred to and addressed by the principal for possible disciplinary action.● Classrooms will be cleaned daily, according to CDC guidelines. <p>Instructional resources & re-entry signage posted</p> <ul style="list-style-type: none">● Signage is posted throughout the school, in hallways, near classrooms and restrooms. <p>Setting up desks for in person learning (facing 1 way, 6 feet distance, labeled for AB cohorts)</p> <ul style="list-style-type: none">● Desks will be spaced 3 feet apart, to the greatest extent possible.● All desks will face in the same direction. <p>Charging stations</p> <ul style="list-style-type: none">● Students are expected to bring in their devices fully charged each day.● Each classroom will be equipped with appropriate equipment to charge laptops/chromebooks (extension cords, power strips, etc.).



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Essential Re-Entry Procedures & Expectations

	Teachers	Students	Support Staff
Start of Day: School Entry Procedures	<ul style="list-style-type: none"> Teachers will report to the building by 7:45 a.m. All staff will maintain social distancing 3 feet or more, to the extent possible, and wear masks. Assigned staff will screen teachers coming in the building at the beginning of the work day. The Dr. Owl app will be used for screening staff. All screening records will be secured. Teachers will report directly to classrooms to begin to receive students at 7:50 a.m. 	<p>Bus Students</p> <ul style="list-style-type: none"> Students will unload buses and walk toward the screening station, practicing social distancing of 3 feet to the greatest extent possible. Students clearing screening will then proceed directly to their classrooms with their breakfasts. Students with temperatures to be escorted to the isolation room and the nurse notified. <p>Drop Off Students</p> <ul style="list-style-type: none"> Vehicles will drive to the drop off point and where the student will be screened. Students clearing screening will move towards classrooms with their breakfasts. Students with temperatures to be escorted to the isolation room and the nurse notified. Students who are tardy will report to the screening station at the front of the school. 	<ul style="list-style-type: none"> Support staff will report to the building by 7:45 a.m. All staff will maintain social distancing 3 feet or more, to the greatest extent possible, and wear masks. Support will use the Dr. Owl application to screen themselves. All screening records will be secured. Support staff will report to assigned duty stations by 7:48 a.m. Supervise breakfast grab and go stations.
Classroom Entrance Procedures	<ul style="list-style-type: none"> Teachers will supervise students entering the classroom and assure that students use hand sanitizer upon entry and are wearing masks. Teacher will conduct a visual check of students for Covid-19 like symptoms and refer to the nurse if needed. 	<ul style="list-style-type: none"> Students will enter classrooms maintaining 3 feet social distancing, to the extent possible. Students will wear masks. Students will apply hand sanitizer upon entry. Students will report to their assigned desks and shall not share desks or chairs. 	<ul style="list-style-type: none"> Support staff will monitor hallways and guide students to their classrooms, making sure students are maintaining 3 feet social distancing and wearing masks. Supporting staff will escort tardy students to their classrooms.
Transitions	<ul style="list-style-type: none"> Transitions in the hall way shall be supervised by teachers, educational assistants and support staff. Transitions will be limited. Social Distancing will be maintained. Transition patterns will be followed. 	<ul style="list-style-type: none"> Traffic patterns have been established and shall be followed. All students shall be supervised in all areas of the campus at all times. 	<ul style="list-style-type: none"> Transitions in the hall way shall be supervised by teachers and educational assistants. Transitions will be limited. Social Distancing will be maintained. Transition patterns will be followed.

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Breakfast	<ul style="list-style-type: none"> Teachers will supervise breakfast in the classrooms. Teachers will oversee students applying hand sanitizer prior to consuming meals. Masks may be removed only when consuming meals or drinking water. Teachers will provide students disinfectant wipes to clean their desk area and supervise students as they deposit trash. Trash cans will be placed in classrooms with trash pick-up after each served meal. 	<ul style="list-style-type: none"> Students shall apply hand sanitizer prior to consuming meals. Masks may be removed for meal consumption or to drink water. Social distancing must be practiced. Conversations will occur only when students are wearing masks. Upon completion of their meal, students will deposit any trash into the trash cans and clean their desk with a disinfecting wipe. 	<ul style="list-style-type: none"> Breakfast shall be delivered to the grab and go stations by 7:45 by custodians. Masks may be removed only when consuming meals. Support classrooms in cleanup by assuring that all classrooms have disinfecting wipes or retrieving them from the nearest sanitization station.
Lunch	<ul style="list-style-type: none"> Lunch shall be served in the cafeteria with three feet of social distancing, to the greatest extent possible. Teachers or support staff will supervise. Teachers will be provided a 30-minute duty free lunch. Masks may be removed only when consuming meals. 	<ul style="list-style-type: none"> Masks may be removed for meal consumption or to drink water. Social distancing must be practiced. Conversations will occur only when students are wearing masks. Students will apply hand sanitizer before and after meals. 	<ul style="list-style-type: none"> Lunch shall be served in the cafeteria with three feet of social distancing, to the greatest extent possible. Teachers or support staff will supervise. Teachers will be provided a 30-minute duty free lunch. Masks may be removed only when consuming meals.
Common Areas <i>Areas Include: identify your school's common areas</i>	<p>Teachers' Lounge</p> <ul style="list-style-type: none"> Social Distancing will be maintained in teachers' lounge with not more than 3 staff in at a time. Conference room will house overflow of staff lunches. Spaces will be cleaned and sanitized after meals. <p>Library/Gym</p> <ul style="list-style-type: none"> The library and gym will be utilized for those respective classes only. Tables and chairs shall be cleaned and sanitized after each class. <p>Playground</p> <ul style="list-style-type: none"> All teachers and support staff shall follow the established recess schedule. All students shall be supervised maintaining 3 feet social distancing to the greatest extent possible. <p>Restrooms</p>	<p>Library/Gym</p> <ul style="list-style-type: none"> The library and gym will be utilized for those respective classes only. <p>Playground</p> <ul style="list-style-type: none"> All students will follow the established recess schedule. All students with IEPs should participate in recess with their classmates in addition to any additional break time as indicated by their IEPs. Break times shall not interfere with the school recess schedule. <p>Restrooms</p> <ul style="list-style-type: none"> Students shall use only the restrooms assigned to their grade level. <p>Water Refilling Station</p> <ul style="list-style-type: none"> Water refilling stations will be accessible to all students in the hallways. 	<ul style="list-style-type: none"> Teachers' Lounge Social Distancing will be maintained in teachers' lounge with not more than 3 staff in at a time. Conference room will house overflow of staff lunches. Spaces will be cleaned and sanitized after meals. Library/Gym The library and gym will be utilized for those respective classes only. Tables and chairs shall be cleaned and sanitized after each class. Playground All teachers and support staff shall follow the established recess schedule. All students shall be supervised maintaining 3 feet social distancing to the greatest extent possible.

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Restrooms	<ul style="list-style-type: none"> Teachers shall use the staff restrooms located in the administrative suite of offices, to the extent possible. <p>Water Refilling Station</p> <ul style="list-style-type: none"> Water refilling stations will be accessible to all staff in the hallways. <p>Teacher Work Room</p> <ul style="list-style-type: none"> Teachers shall use disinfecting wipes in the teacher workroom to sanitize all areas used. 		<ul style="list-style-type: none"> Restrooms Teachers shall use the staff restrooms located in the administrative suite of offices, to the extent possible. Water Refilling Station Water refilling stations will be accessible to all staff in the hallways. Teacher Work Room Teachers shall use disinfecting wipes in the teacher workroom to sanitize all areas used.
Recess	<ul style="list-style-type: none"> The established recess schedule will be strictly adhered to. Teachers will provide supervision to students. Three feet social distancing, to the greatest extent possible, shall be maintained. Classrooms shall not intermingle. 	<ul style="list-style-type: none"> All students will follow the established recess schedule. All students with IEPs should participate in recess with their classmates in addition to any additional break time as indicated by their IEPs. Break times shall not interfere with the school recess schedule. Classes shall not intermingle. 	<ul style="list-style-type: none"> The established recess schedule will be strictly adhered to. Support staff will provide supervision to students, as assigned. Three feet social distancing, to the greatest extent possible, shall be maintained. Classrooms shall not intermingle.
Restrooms	<ul style="list-style-type: none"> Staff will use the restrooms in the administrative suite of offices Social Distancing will be maintained. Staff shall supervise students during restroom breaks. 	<ul style="list-style-type: none"> Students shall use the restrooms assigned to their grade level. Masks must continue to be worn and 3 feet social distancing, to the greatest extent possible must be maintained. After using the restroom, students shall wash their hands with soap and water for 20 seconds and return to the area designated. 	<ul style="list-style-type: none"> Staff will use the restrooms in the administrative suite of offices Social Distancing will be maintained. Custodians shall clean and sanitize restrooms regularly.
Transitions	<ul style="list-style-type: none"> Teachers will supervise students during transitions assuring that social distancing and mask wearing is occurring. 	<ul style="list-style-type: none"> Students shall follow established traffic patterns, maintain 3 feet social distancing, to the extent possible and wear masks. All students shall be supervised during transitions. 	<ul style="list-style-type: none"> Support staff will assist during transitions to assure that social distancing and mask wearing is occurring.
Communication	<ul style="list-style-type: none"> Google Classroom stream shall be used to communicate with parents. Email and school messenger will also be utilized to communicate with families and staff. 	<ul style="list-style-type: none"> Students will receive information through their Google Classroom stream and through their teacher. Students will also receive information through their school email. 	<ul style="list-style-type: none"> Google Classroom stream shall be used to communicate with parents. Email and school messenger will also be utilized to communicate with staff.

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Security & Supervision	<ul style="list-style-type: none"> Teachers, support staff and security will provide supervision. Teachers shall supervise students in classrooms and in pick up areas. 	<ul style="list-style-type: none"> Students shall be supervised at all times by their classroom teacher, support staff, or security. Students will not be dismissed to persons not listed on their Synergy emergency contact information. 	<ul style="list-style-type: none"> Teachers, support staff and security will provide supervision. Security staff will patrol halls and provide supervision as needed.
COVID-19 Symptom Reporting	<p>Students</p> <ul style="list-style-type: none"> COVID-19 like symptoms of students shall be reported in the following order: <p>Nurse Extension 57007 or Vivian Valencia, principal Vivian.valencia@k12espanola.org Extension 57002 or Kayla Vigil Kayla.vigil@k12espanola.org Extension 57001</p> <ul style="list-style-type: none"> Students shall be escorted to the isolation room where the nurse will make her assessment. If the nurse is not onsite, the student's guardians shall be notified to pick up their child. Confirmed cases shall be reported as described on page 6 of this plan and all district protocols shall be followed. <p>Teachers</p> <ul style="list-style-type: none"> Teachers developing COVID-19 like symptoms must notify the principal or designee and follow procedures in the New Mexico COVID-19 tool kit. Prior to August 16, 2021, each teacher shall submit emergency lesson plans to the office. The office manager will secure substitutes, to the greatest extent possible. 	<ul style="list-style-type: none"> Students shall report COVID-19 like symptoms to their teacher immediately. Students can report positive cases to their teachers or the principal. Vivian.valencia@k12espanola.org Students shall receive remote instruction, as their health allows, as they recover. 	<p>Students</p> <ul style="list-style-type: none"> Support staff shall assist in escorting students to the Isolation Room. In the event the nurse is not available to do an assessment, office staff will notify guardians and request that the child be picked up. <p>Support Staff</p> <ul style="list-style-type: none"> Support staff developing COVID-19 like symptoms must notify the principal or designee and follow procedures in the New Mexico COVID-19 tool kit.
Student Absenteeism	<ul style="list-style-type: none"> District attendance policies will be adhered to when following up with attendance issues. The teacher shall contact guardians of students after they miss 2 days of school with follow up contact for each consecutive day missed and record the contact in a log. 	<ul style="list-style-type: none"> Students chronically absent will be placed on an attendance contract. A SAT referral shall be made if the attendance contract does not resolve the issue with interventions to support the student in place. 	<ul style="list-style-type: none"> The Student Support Team and office staff shall assist with follow up phone calls. The Dean of Students and Counselor, along with Security shall make home visits as needed to maintain contact with families and students.

Eutimio T. Salazar Elementary School

Safe Return to In-Person Instruction

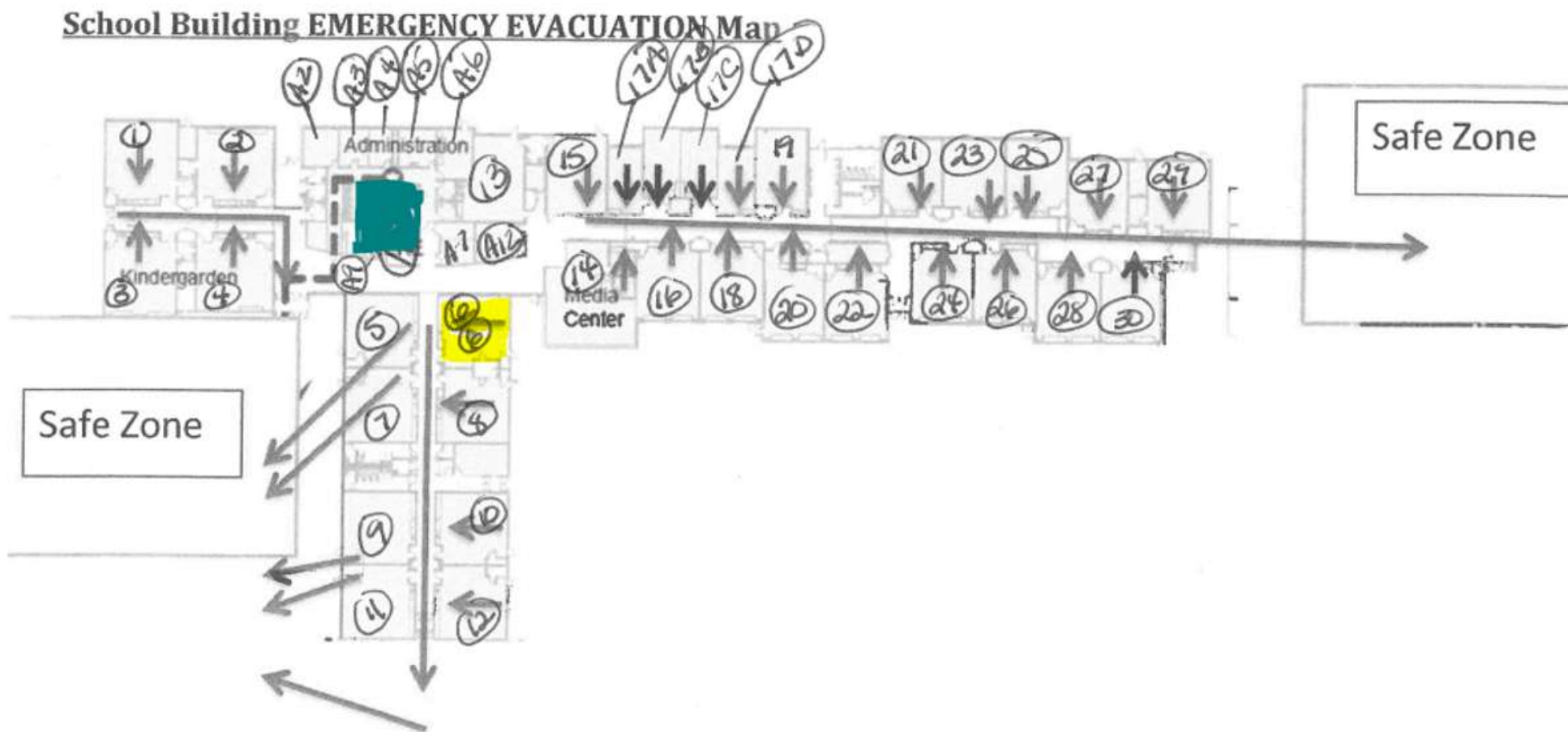
	<ul style="list-style-type: none"> On the fifth day, a counseling referral will be submitted to the Dean of Students for follow up, according to district policies. A SAT referral shall be completed for students with chronic absences. 		
Materials, Resources & PPE	<ul style="list-style-type: none"> CDC approved face masks shall be worn at all times, with mask breaks provided with six feet social distancing. Staff is encouraged to provide their own face mask, however, the school will have an ample supply to provide to staff. Gowns, gloves, and hand sanitizer are also available to staff. To request PPE, staff shall contact office manager Kayla Vigil at kayla.vigil@k12espanola.org. She can also be reached at extension 57001. All requests should be in writing. Staff shall supervise water refilling processes or stations. 	<ul style="list-style-type: none"> Students may bring in their own masks. Masks will be available for students at both drop off points, if they forget their mask. Mask shall be worn at all times with mask breaks provided where students must maintain 6 feet social distancing, with no conversation. Students shall bring a refillable water bottle, filled with water daily. The school shall establish a water refilling process/station for students. Students shall not share materials, supplies, or equipment. 	<ul style="list-style-type: none"> CDC approved face masks shall be worn at all times, with mask breaks provided with six feet social distancing. Staff is encouraged to provide their own face mask, however, the school will have an ample supply to provide to staff. Gowns, gloves, and hand sanitizer are also available to staff. To request PPE, staff shall contact office manager Kayla Vigil at kayla.vigil@k12espanola.org. She can also be reached at extension 57001. All requests should be in writing. Staff shall supervise water refilling processes or stations.
End of Day: School Exit Procedures Bus Area	<p>Bus Procedures:</p> <ul style="list-style-type: none"> Bus riders will be dismissed first. Teachers will dismiss bus students only when an announcement is made that the bus has arrived. Teachers shall remain with pick up students until buses have departed. <p>21st Century Procedures (3:00):</p> <ul style="list-style-type: none"> Students will be dismissed after the bus riders, with pick up students. Students will walk to their assigned classroom. Assigned 21st Century Staff will supervise the students until their teachers are off duty. 	<ul style="list-style-type: none"> Students shall proceed to the bus loading area when they are dismissed by their teachers. 3 feet social distancing, to the extent possible must be maintained, with students walking single file. Students shall follow established traffic patterns and not loiter in hallways. 	<ul style="list-style-type: none"> Office staff, special's teachers, and custodians shall supervise hallways, guiding students to the bus pick up area, or pick up. Security will assist in the pick up area. Office manager will announce dismissals. Kindergarten educational assistants shall walk students to the bus areas.
End of Day: School Exit Procedures Parent Pick Up Area	<ul style="list-style-type: none"> Pick-Ups will be dismissed after the last bus has left. Dismissal will be staggered starting with the lower grades. Students will walk directly to the pick-up area (no stops/loitering) allowed. Parents with children in multiple grades may be required to circle the pick-up area in order to maintain the flow of traffic. 	<ul style="list-style-type: none"> Students shall maintain 3 feet social distancing, to the greatest extent possible when waiting for pick up vehicle. Students shall be supervised by their teachers until pick up or 3:30 p.m., whichever comes first. Students will report to the office to make phone calls to guardians or emergency contacts at 3:30 p.m. 	<ul style="list-style-type: none"> Office staff will provide supervision until students are picked up. Continue to assist students in contacting guardians or emergency contacts. Consult with the district safety and security director for possible CYFD or law enforcement referrals for students who have not been picked up by 4:30 p.m.

Eutimio T. Salazar Elementary School
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School Rooms Being Utilized (Insert a School Map with identified Hybrid room clearly identified on final page)	<ul style="list-style-type: none">• All remaining students will be taken to the office to call parents at 3:29 p.m.•		
	<ul style="list-style-type: none">• Please see map.	<ul style="list-style-type: none">• Please see map.	<ul style="list-style-type: none">• Please see map.

School Map – Classrooms/Administrative Offices

■ = Isolation Room ■ = Office Support Rooms



School Map – Gymnasium/Cafeteria

